


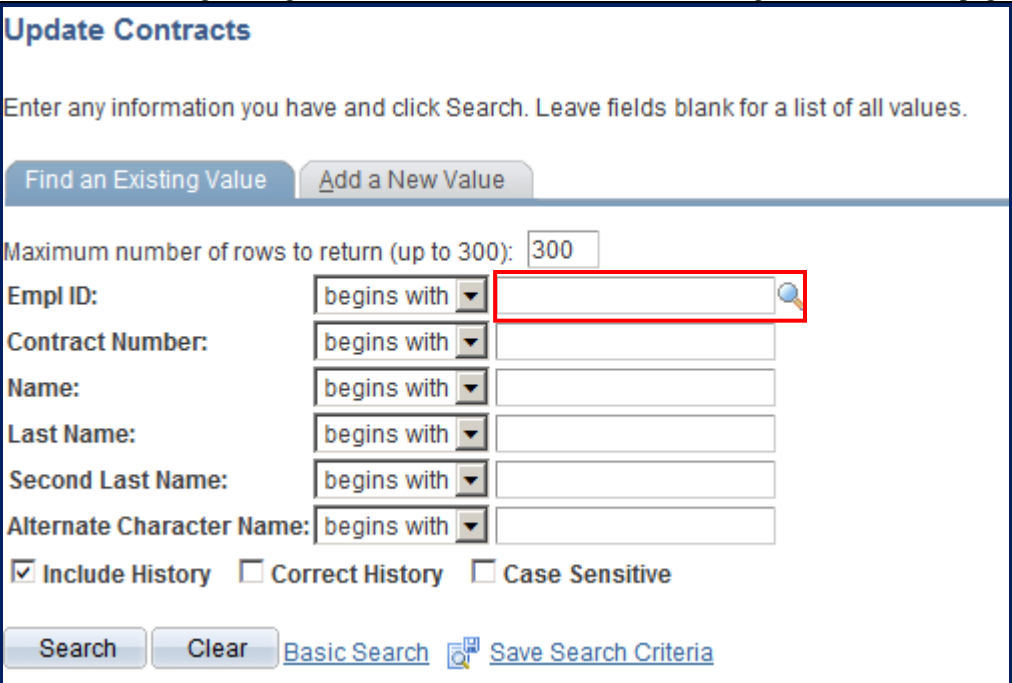
Contract Data – EXT/REX

Introduction

This section provides the procedure for completing the contract of a member who is extending his/her enlistment.

Procedure

Follow these steps to complete the contract.

Step	Action
1	<div><p>The screenshot shows a 'Career Management' window with several links. The link 'Contract Data' is highlighted with a red rectangle. Other links include 'Obligated Service Report', 'DD-4 Enlistment/Reenlistment', 'Ext/Reext within 30 days Report', 'Extensions not Executed', 'Agreement to Extend/Reextend', and 'AD 6th or 10th Yr Anniversary'.</p></div>
	From the Portal Page, navigate to Contract Data found on the Servicing Personnel Office pagelet.
2	<div><p>The screenshot shows the 'Update Contracts' page. It includes a search section with a 'Find an Existing Value' button and an 'Add a New Value' button. Below these buttons is a text input field for 'Maximum number of rows to return (up to 300):' with the value '300'. There are several search criteria fields, each with a 'begins with' dropdown and a text input field. The first search criteria field, for 'Empl ID:', is highlighted with a red rectangle. Below the search criteria fields are checkboxes for 'Include History' (checked), 'Correct History', and 'Case Sensitive'. At the bottom are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.</p></div>
	Enter member's EMPLID and click Search ; ensure your are in Find an Existing Value

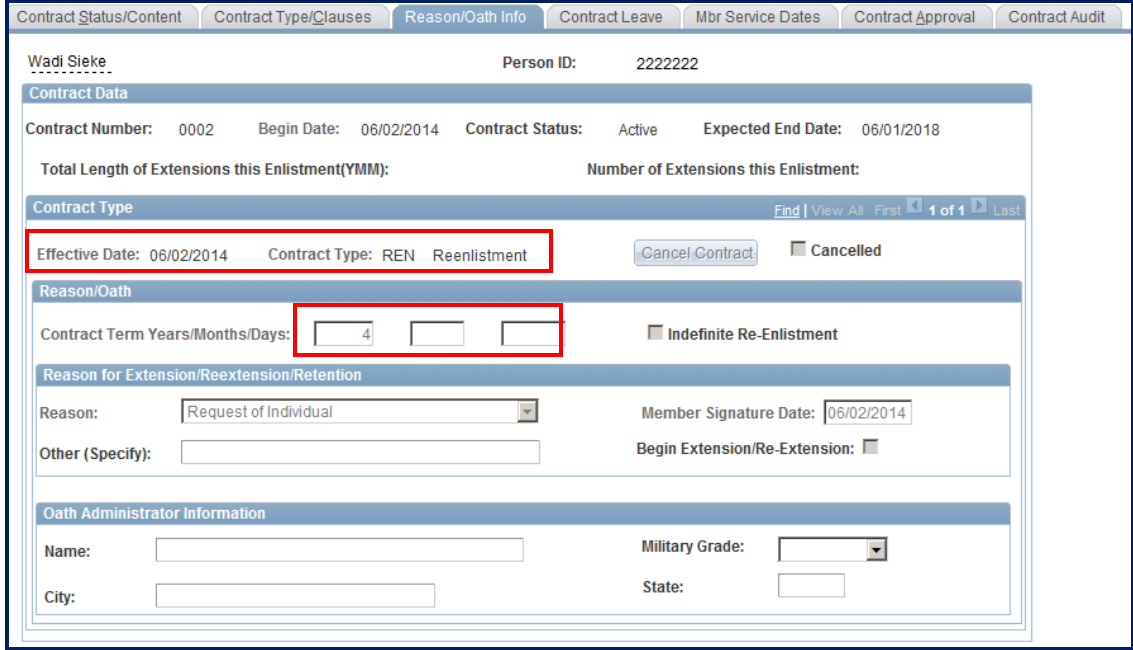

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Contract Data – EXT/REX, Continued

Step	Action																																
3	<div><div><div>Search Results</div><div>View All<div>First1-2 of 2Last</div></div><table><tr><th>Empl ID</th><th>Empl Record</th><th>Contract Number</th><th>Name</th><th>Second Last Name</th><th>Last Name</th><th>Alternate Character Name</th><th>Contract Begin Date</th><th>Contract End Date</th><th>Contract Status</th></tr><tr><td>2222222</td><td>(blank)</td><td>0001</td><td>Wadi Sieke</td><td>(blank)</td><td>Sieke</td><td>(blank)</td><td>04/07/2008</td><td>(blank)</td><td>Active</td></tr><tr><td>2222222</td><td>(blank)</td><td>0002</td><td>Wadi Sieke</td><td>(blank)</td><td>Sieke</td><td>(blank)</td><td>06/02/2014</td><td>(blank)</td><td>Active</td></tr></table></div><div>You will be navigated to Search Results and the above screen will display. You should choose the current active contract (in this case 0002) and click on the Contract number. You will be navigated to the first tab which is Contract Status /Content.</div></div> <tr><td>4</td><td><div><div><div>Contract Status/Content</div><div>Contract Type/Clauses</div><div>Reason/Oath Info</div><div>Contract Leave</div><div>Mbr Service Dates</div><div>Contract Approval</div><div>Contract Aud</div></div><div><div>Wadi Sieke</div><div>Person ID: 2222222</div><div><div>Contract Data</div><div><div><div>Contract Number:0002</div><div>Contract Begin Date:06/02/2014</div><div>Contract End Date:<div></div></div><div>Comment:<div></div></div><div>Contract Template ID:<div></div></div><div>Provider ID:<div></div></div><div>Contract Content:<div>Ignore page and continue</div></div></div><div><div>*Contract Status:Active</div><div>Contract Expected End Date:06/01/2018</div><div>*Regulatory Region:RSV</div><div><div><div><input type="checkbox"/> Additional Contract</div><div><input type="checkbox"/> More than one year expected</div><div><input type="checkbox"/> Waive Working Time Compliance</div></div></div></div></div></div></div><div>No input is required for this page. Navigate to Reason/Oath Info</div></div></td></tr>	Empl ID	Empl Record	Contract Number	Name	Second Last Name	Last Name	Alternate Character Name	Contract Begin Date	Contract End Date	Contract Status	2222222	(blank)	0001	Wadi Sieke	(blank)	Sieke	(blank)	04/07/2008	(blank)	Active	2222222	(blank)	0002	Wadi Sieke	(blank)	Sieke	(blank)	06/02/2014	(blank)	Active	4	<div><div><div>Contract Status/Content</div><div>Contract Type/Clauses</div><div>Reason/Oath Info</div><div>Contract Leave</div><div>Mbr Service Dates</div><div>Contract Approval</div><div>Contract Aud</div></div><div><div>Wadi Sieke</div><div>Person ID: 2222222</div><div><div>Contract Data</div><div><div><div>Contract Number:0002</div><div>Contract Begin Date:06/02/2014</div><div>Contract End Date:<div></div></div><div>Comment:<div></div></div><div>Contract Template ID:<div></div></div><div>Provider ID:<div></div></div><div>Contract Content:<div>Ignore page and continue</div></div></div><div><div>*Contract Status:Active</div><div>Contract Expected End Date:06/01/2018</div><div>*Regulatory Region:RSV</div><div><div><div><input type="checkbox"/> Additional Contract</div><div><input type="checkbox"/> More than one year expected</div><div><input type="checkbox"/> Waive Working Time Compliance</div></div></div></div></div></div></div><div>No input is required for this page. Navigate to Reason/Oath Info</div></div>
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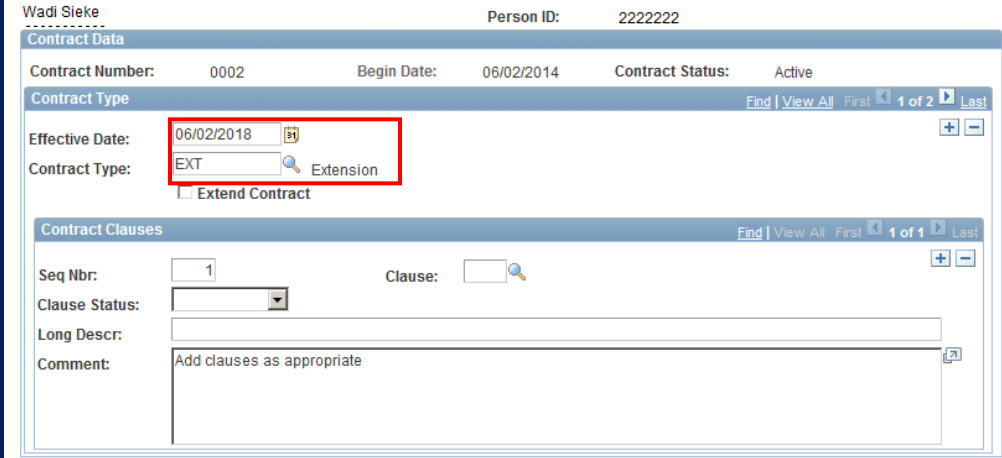
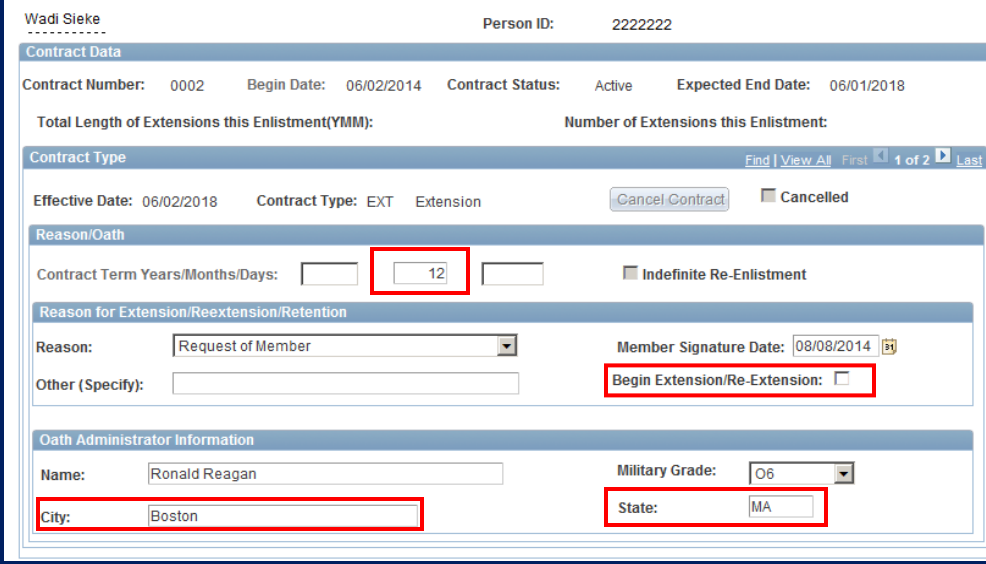
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Contract Data – EXT/REX, Continued

Step	Action
5	 <p>Best Practice: Note the effective date and contract term years to establish date of Extension</p> <p>Now navigate to Contract Type/Clauses</p>
6	 <p>Click on the plus symbol to create a new row within the contract: this will reveal the next row without a date or contract type.</p>

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Contract Data – EXT/REX, Continued

Step	Action
7	 <p>Enter the new effective date of the extension (in this case 06/02/2018) and select the appropriate action from the Contract Type drop-down.</p>
8	 <p>Enter contract terms (typically done in months), Reason, Member Signature Date, and Oath Administrator Information using the <u>city/state where the oath is administered</u>.</p> <p>Remember there is a distinction between Approving an Extension and Beginning an Extension. At some future date you will have to navigate back to this page and check the Begin Extension/Re-Extension block (usually subsequent to viewing the 30 day Extension Report). Do not check this block until Approval process is completed.</p> <p>Navigate to the <u>Contract Leave tab</u></p>

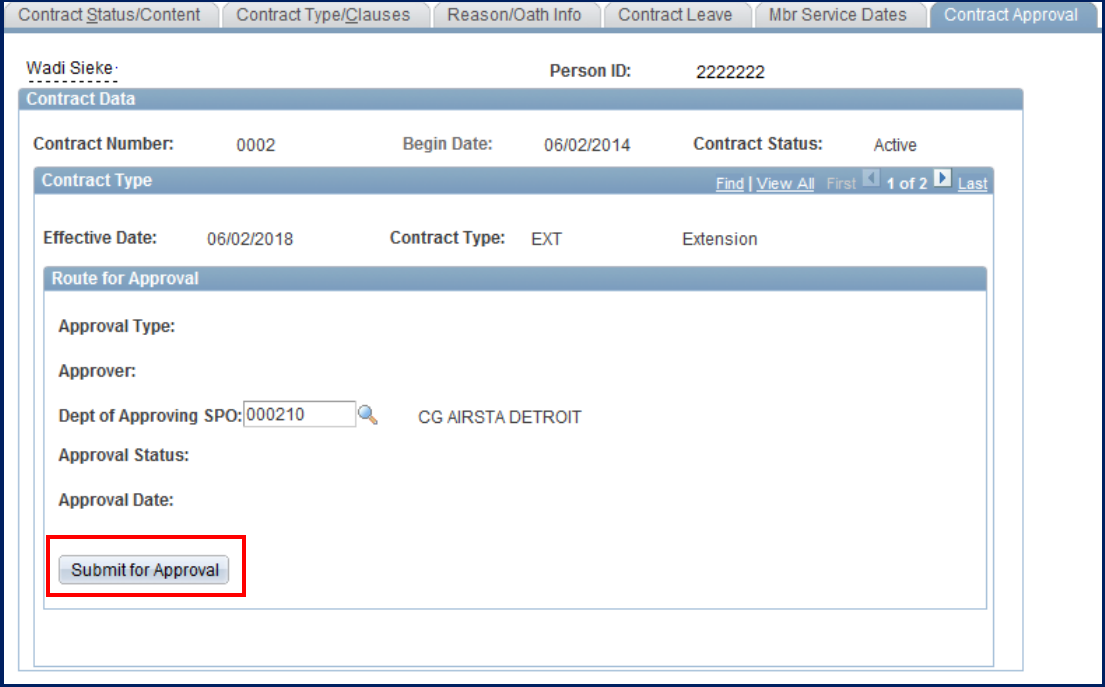
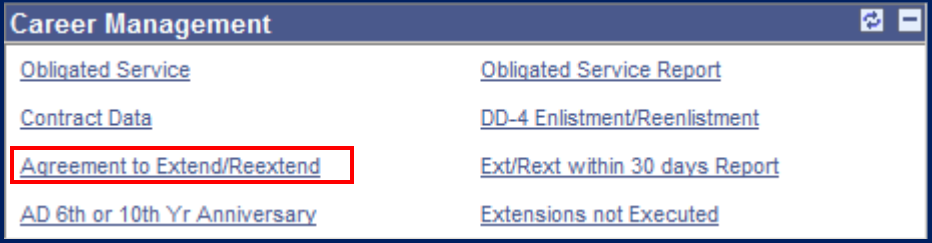
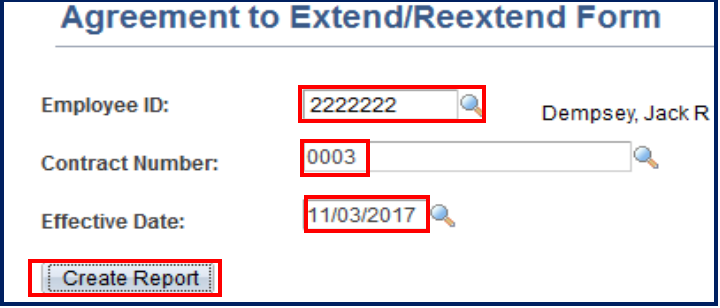
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Contract Data – EXT/REX, Continued

Step	Action																										
9	<div data-bbox="337 338 1435 877"> <div> Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates Contract Approval </div> <div> Wadi Sieke <div>Person ID: 2222222</div> <div> <div>Contract Data</div> <div> Contract Number: 0002 Begin Date: 06/02/2014 Contract Status: Active </div> <div> <div>Leave Balances</div> <div> Leave Balance: 49.500000 Cumulative Sold Leave: As of: 07/31/2014 </div> </div> <div> <div>Contract Type</div> <div>Find View All First 1 of 2 Last</div> <div> Effective Date: 06/02/2018 Contract Type: EXT Extension </div> <div> <div>Leave Disposition</div> <div>View All First Last</div> <div> Total Leave to Sell (Days): <input type="text"/> </div> </div> </div> </div> </div> <p>Enter total number of days leave member wishes to sell. Note: <u>Leave will not sell until Contract is begun.</u></p> <p>Navigate to Mbr Service Dates</p> </div>																										
10	<div data-bbox="337 1035 1133 1623"> <div>Assigned Seniority Dates</div> <div>Customize View All First 1-12 of 25 Last</div> <table> <thead> <tr> <th>Seniority Date</th><th>Labor Seniority Date</th></tr> </thead> <tbody> <tr><td>ACTIVE DUTY BASE DATE</td><td>04/07/2008</td></tr> <tr><td>AD PAY SCALE DATE</td><td>06/02/2018</td></tr> <tr><td>DEP DATE</td><td></td></tr> <tr><td>CMA DATE</td><td>04/07/2008</td></tr> <tr><td>CURRENT AD DATE</td><td>06/02/2018</td></tr> <tr><td>DIEMS DATE</td><td>04/07/2008</td></tr> <tr><td>RSV DRILL OBLIGATION DATE</td><td></td></tr> <tr><td>EXPECTED AD TERM DATE</td><td>06/02/2018</td></tr> <tr><td>EXPECTED LOSS DATE</td><td>06/02/2018</td></tr> <tr><td>JOB FAMILY ENTRY DATE</td><td>01/01/2010</td></tr> <tr><td>MIL OBLIGATION COMPL DATE</td><td>04/06/2016</td></tr> <tr><td>PAY ALLOWANCE DATE</td><td>06/02/2018</td></tr> </tbody> </table> </div> <p>Review the Assigned Seniority Dates for correctness</p> <p>Navigate to Contract Approval</p>	Seniority Date	Labor Seniority Date	ACTIVE DUTY BASE DATE	04/07/2008	AD PAY SCALE DATE	06/02/2018	DEP DATE		CMA DATE	04/07/2008	CURRENT AD DATE	06/02/2018	DIEMS DATE	04/07/2008	RSV DRILL OBLIGATION DATE		EXPECTED AD TERM DATE	06/02/2018	EXPECTED LOSS DATE	06/02/2018	JOB FAMILY ENTRY DATE	01/01/2010	MIL OBLIGATION COMPL DATE	04/06/2016	PAY ALLOWANCE DATE	06/02/2018
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Contract Data – EXT/REX, Continued

Step	Action
11	<div data-bbox="337 338 1435 1020">  </div> <p>Submit the contract for approval; it will enter a Pending Status. To print a copy of the Agreement to Extend/Re-extend Enlistment (CG-3301B), follow the instructions below. The contract should be printed out and signed before it is approved.</p>
12	<div data-bbox="337 1178 1263 1419">  </div> <p>Navigate to the Career Management pagelet and select Agreement to Extend/Re-extend. The Agreement to Extend/Re-extend Form will appear.</p>
13	<div data-bbox="337 1545 1052 1850">  </div> <p>Enter the Employee ID, the Contract Number and the Effective Date. Then select Create Report.</p>

Continued on next page

Contract Data – EXT/REX, Continued

14	<table border="1"><tr><td data-bbox="337 275 565 338">DEPARTMENT OF HOMELAND SECURITY U.S.COAST GUARD CG-3301B (Rev 12-14)</td><td data-bbox="565 275 1382 338">AGREEMENT TO EXTEND/REEXTEND ENLISTMENT</td></tr></table> <p>The printable copy of the Agreement to Extend/Re-extend Enlistment will appear.</p> <p>To print: select File/Print, use Ctrl/P or the available printer icon. Note: Information entered in Contract Data will appear on the CG-3301B but it should be checked for accuracy.</p>	DEPARTMENT OF HOMELAND SECURITY U.S.COAST GUARD CG-3301B (Rev 12-14)	AGREEMENT TO EXTEND/REEXTEND ENLISTMENT
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15	<p>Important note: should you discover that information on an <u>Approved Contract</u> is incorrect, you should notify your HRSUP immediately and <u>have them</u> submit a help ticket to PPC Customer Service to effect either a correction of bad data or a cancelling of the contract. PPC Advancements section will recommend an appropriate resolution.</p>		

Contract Data - Approval

Procedure (continued)

Step	Action																
	<p>Attention HRSUP: Before you begin, ensure you have viewed a signed copy of the Extension.</p> <p>Use the following steps to approve:</p>																
1	<p>My Page Self Service Requests</p> <p>Approver should select Requests</p>																
2	<div><div>Self Service Requests</div><div><div>Submit an Absence Request</div><div>Submit a Delegation Request</div><div>Submit a Civilian CA Request</div><div>Submit an Officer CA Request</div><div>Submit a COLA Unique Request</div><div>Submit an Advance Pay Request</div></div><div><div>View My Absence Requests</div><div>View My Requests (all types)</div><div>Submit a Supp CA Reque</div><div>Submit an FSA Request</div><div>Submit a Drill Request</div></div></div> <p>Select View My Requests (all types)</p>																
3	<div><div><div><input type="radio"/> My Submitted Requests</div><div><input checked="" type="radio"/> Requests I am Approver For</div><div><input type="radio"/> All Requests</div></div><div><div>Transaction Name:</div><div>All Transactions</div></div><div><div>Transaction Status:</div><div>Pending</div></div><div><div>Submission From Date:</div><div></div></div><div><div>Submission To Date:</div><div></div></div><div><div>Populate Grid</div></div><div><div>Refresh</div></div></div> <p>Select Request I am Approver For and select Populate Grid</p>																
4	<table><tr><th>Transaction Name</th><th>Status</th><th>Member</th><th>Member's Emplid</th><th>Submitted By</th><th>Approver</th><th>Submission Date</th><th>Approve/Deny</th></tr><tr><td>Contract Approval</td><td>Pending</td><td>Eusebio Pedroza</td><td>1234567</td><td>Carlos Monzon</td><td>Miguel Cotto</td><td>06/18/2014</td><td>Approve/Deny</td></tr></table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	Contract Approval	Pending	Eusebio Pedroza	1234567	Carlos Monzon	Miguel Cotto	06/18/2014	Approve/Deny
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Contract Approval	Pending	Eusebio Pedroza	1234567	Carlos Monzon	Miguel Cotto	06/18/2014	Approve/Deny										

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Contract Data - Approval

5	Action Request																												
	Contract Approval																												
	Pedroza, Eusebio																												
	1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button																												
	<table border="1"><tr><td colspan="4">Request Details</td></tr><tr><td>Contract Number:</td><td>0002</td><td>Contract Type:</td><td>REN</td></tr><tr><td>Contract Status:</td><td>A</td><td>Contract Effdt:</td><td>05/29/2014</td></tr><tr><td>Contract Begin Dt:</td><td>05/29/2014</td><td></td><td></td></tr><tr><td>Expected End Dt:</td><td>05/28/2018</td><td></td><td></td></tr></table> <input type="button" value="Get Details"/>	Request Details				Contract Number:	0002	Contract Type:	REN	Contract Status:	A	Contract Effdt:	05/29/2014	Contract Begin Dt:	05/29/2014			Expected End Dt:	05/28/2018										
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	<table border="1"><tr><td colspan="4">Request Information</td></tr><tr><td>Contract Term:</td><td>4 Years</td><td>Mbr Signature Date:</td><td>05/29/2014</td></tr><tr><td>Reason:</td><td>Request of Member</td><td>SRB Entitlement:</td><td></td></tr><tr><td>Num Extensions:</td><td>0</td><td>EXT Tour Length:</td><td></td></tr><tr><td>Expect AD TermDt:</td><td></td><td>Expected Loss Date:</td><td>05/28/2018</td></tr><tr><td>Leave Balance:</td><td>0</td><td>Cumulative Sold:</td><td>0</td></tr><tr><td>Total Leave Sell:</td><td></td><td></td><td></td></tr></table> Comment: <div style="border: 2px solid red; padding: 2px;">Good job, Man! Keep punching. Mantenga punzonado!</div> <input type="button" value="Approve"/> <input type="button" value="Deny"/>	Request Information				Contract Term:	4 Years	Mbr Signature Date:	05/29/2014	Reason:	Request of Member	SRB Entitlement:		Num Extensions:	0	EXT Tour Length:		Expect AD TermDt:		Expected Loss Date:	05/28/2018	Leave Balance:	0	Cumulative Sold:	0	Total Leave Sell:			
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	<div><div>Contract Approval: Pending</div><div>One Level Approval</div><div><div>Pending</div><div> Miguel H. Cotto SPO Approvers Deptid</div></div></div>																												
	Enter Comments and click Approve or Deny. Note: selecting Deny returns contract to HRS user where process must begin again.																												

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Contract Data, Continued

Procedure (continued)

Step	Action
6	<div data-bbox="337 344 1414 798"> <h3>Contract Approval</h3> <div> Contract Approval:Approved View/Hide Comments </div> <p>One Level Approval</p> <div> Approved <div>  Miguel H. Cotto : SPO Approvers Deptid 06/18/14 - 3:55 PM </div> </div> <div> <h4>Comments</h4> <div> Miguel H. Cotto at 06/18/14 - 3:55 PM Good job, man! </div> </div> </div> <p>The above-listed screen shot indicates contract has been approved.</p> <p>Note: The HRSUP should navigate to Mbr Service Dates once the approval is confirmed and ensure the dates (Expected AD Term Date, Expected Loss Date) have updated correctly.</p>
7	<p>Important note: should you discover that information on an <u>Approved Contract</u> is incorrect, you must submit a help ticket to PPC Customer Service to effect either a correction of bad data or a cancelling of the contract. PPC Advancements section will recommend an appropriate resolution.</p>